**RISK ASSESSMENT and INTERNAL CONTROLS 2017/18**

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| **Area** | **Risk** | **Level** | **Control & Agreed Improvements** |
| **Assets** | Protection of Physical Assets | H | Large Assets insured and along with small low value uninsured assets recorded on the Assets register. Value reviewed annually  |
|  | Maintenance of Assets | H | Assets currently maintained on an ad hoc basis |
| **Finance** | Banking | H | All monies lodged in Bank of Scotland Deposit Account |
|  | Financial Controls & Records | H | Monthly Reconciliation prepared by Clerk and checked on 6 monthly basis by a nominated CouncillorTwo signatories on chequesInternal & External Audit |
|  | Fidelity Guarantee Insurance | L | Adequate levels kept, reviewed annually |
|  | Comply with Customs & Excise Regulations | L | VAT Payments and Claims calculated by Clerk***Internal & External Auditor to provide double check*** |
|  | Sound budgeting to underlie Annual Precept | H | Councillors receive detailed budgets in JanuaryPrecepts derived directly from thisExpenditure against budget reported to Councillors twice a year |
|  | Complying with Borrowing Regulations | L | No borrowing anticipated at present |
| **Liability** | Risk to Third Party, Property or Individuals | L | Insurance in place ***Review Annually in May*** |
|  | Legal Liability as a consequence of Asset Ownership | L | Monthly checks of bus shelter when cleaningRegular checks of football goal and netball posts |
| **Employer Liability** | Comply with Employment Law Safety of Staff & Visitors Comply with PAYE | H | Membership of ALCRegular advice and training from inland revenue |
| **Legal Liability** | Ensuring Activities are within Legal Powers | H | Clerk clarifies legal position on any new proposals Legal Advice to be sought where necessary |
|  | Proper & timely reporting via the Minutes | L | Council meets 6 times per year and receives and approves Minutes of preceding meeting Minutes made available to public in line with Transparency Act guidelines. |
|  | Proper Document Control | L | Deeds and Legal Documents kept in Clerks office old minutes and other documents deposited with Shropshire Records Office |
|  |  |  | Other data storage to comply with Data Protection Act |
| **Councillor propriety** | Registers of Interests, gifts and hospitality in place | L | Register of Interests complete and lodged with Shropshire Councils monitoring officer copy kept with clerk |

This risk management paper was considered by the Parish Council 7/3/17… and will be reviewed again in one year